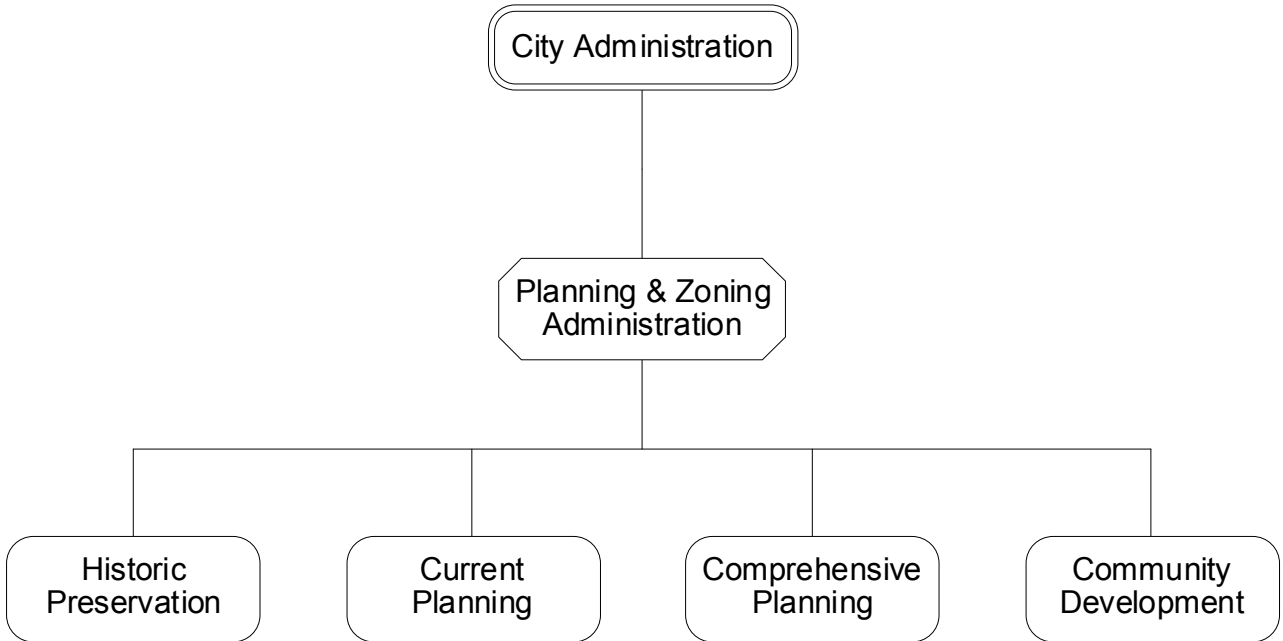


CITY OF ANNAPOLIS
Department of Planning and Zoning



Department of Planning and Zoning

Fund Support:

General and CDBG Funds

Description:

The City of Annapolis Department of Planning and Zoning is a diverse group of professionals using their own and each other's talents to guide the development of Annapolis in a manner consistent with the desires of the residential and business communities.

The Department of Planning and Zoning is responsible for all current and long-range planning for development, redevelopment and preservation, and community development activities within the City. In this capacity, the Department: (1) prepares necessary plans, studies, and programs to implement the City's Comprehensive Plan; (2) administers and enforces the City's zoning ordinance and subdivision regulations; (3) plans and administers the City's Community Development Block Grant program; (4) oversees the City's moderately priced dwelling unit program; and (5) engages in special studies and projects impacting on future growth, development and quality of life. The Department of Planning and Zoning is organized around four main divisions - Comprehensive Planning, Community, Current Planning and Historic Preservation. In addition the Department also provides technical and direct assistance to other departments in the furtherance of municipal objectives.

Mission:

To preserve, protect and enhance the integrity, fabric and character of the City—its neighborhoods, business districts and historic core for the benefit of current and future residents, businesses and visitors; to accommodate City development in a manner consistent with municipal development objectives; to provide timely delivery of general and specialized counsel and support to the City's policy makers, officers, departments, agencies, boards, commissions and committees; and to ensure that all planning processes encourage public participation.

Goals & Objectives:

- Comprehensive Planning Division: Implement the Annapolis Comprehensive Plan.
 - Annapolis Comprehensive Plan implementation.
 - Long-range transportation planning.
 - Data resources to support planning.
- Current Planning Division: Consistent application and enforcement of current planning and zoning regulations, and improved customer experience when interacting with the City's zoning, appeals, and development review processes.
 - Quality design and development review.
 - Effective customer service.
 - Professional support, advice, and presentations to boards and commissions.
 - Coordinate development review with Comprehensive Plan.
 - Quality of control and improved project management.
- Historic Preservation Division: Preserve the built environment in the historic district and throughout the City.
 - Support of local, state, and national preservation goals and objectives.
 - Timely and consistent review of Historic Preservation Commission (HPC) applications.
 - Enforcement.
- Historic Preservation Division: Integrate historic preservation with economic development.
 - Increase number of tax credit projects.
 - Increase number of eligible properties.
- Historic Preservation Division: Heighten awareness of importance of preservation to Annapolis.
 - Improve public information.
 - Serve as preservation model in Maryland and in the United States.
- Community Development Division: Retain affordable housing stock and increase availability of affordable permanent housing.
 - Provide assistance to low income homeowners for housing rehabilitation.
 - Preserve and expand the supply of affordable housing.
 - Provide opportunities for first-time home buyers.
 - Support housing counseling for first-time low and moderate income home buyers.
- Community Development Division: Assist with addressing the needs of the homeless and end chronic homelessness.
 - Continue financial support to homeless shelter programs and homeless prevention.
- Community Development Division: Assist with housing and supportive needs for persons with special needs who are not homeless.

Department of Planning and Zoning

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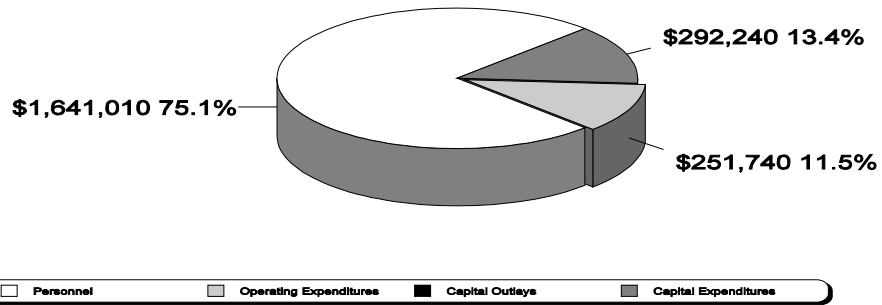
- Provide assistance to supportive housing providers.
- Community Development Division: Provide public services concerned with employment, empowerment, and self-sufficiency.
 - Support vital public services addressing the needs of children, youth, families, and other initiatives that promote family stability.
 - Support economic development and creation of decent jobs.
- Support technical assistance for neighborhood revitalization.
- Community Development Division: Create and implement housing and community development consolidated plan.
 - Develop housing and community development consolidated plan.

Performance Indicators:

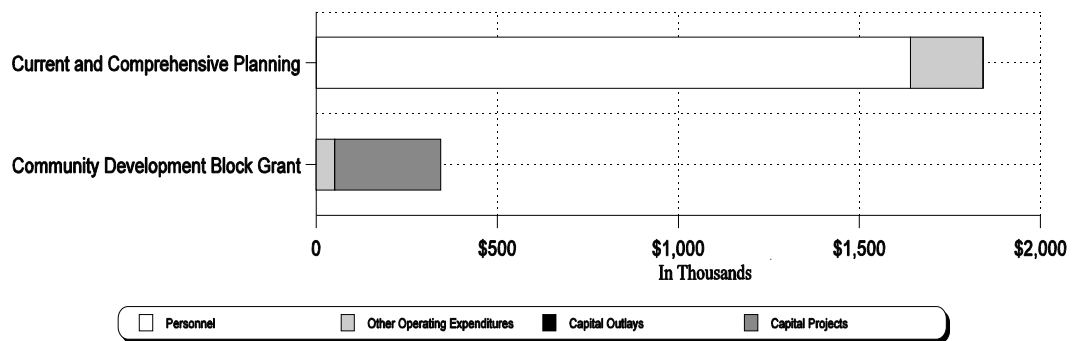
	<u>FY 2008 Actual</u>	<u>FY 2009 Adopted</u>	<u>FY 2010 Goal</u>
Two sector studies	n/a	n/a	100%
Work with Census Bureau	ongoing	same	100%
Process all development applications	all	all	all
Building/use permits	all	all	all
Complete site design manual	n/a	n/a	100%
Public education and outreach	ongoing	same	enhance
Process all HPC applications	all	all	all
Enforcement	upgrade	same	enhance
CDBG-Housing rehab	ongoing	same	continue
Prepare Consolidated Plan	n/a	n/a	100%
Assist with homeless needs	help fund	same	same

Budget Summary	<i>FY 2008 Actual</i>	<i>FY 2009 Adopted</i>	<i>FY 2010 Adopted</i>	<i>Percent Change</i>
Planning and Zoning	\$1,711,920	\$1,835,460	\$1,841,180	0.31%
Community Development Block Grant	363,850	339,700	343,810	1.21%
Total Expenditures	\$2,075,770	\$2,175,160	\$2,184,990	0.45%

Planning and Zoning Department
Budget By Expenditure Type



Planning and Zoning Department
Budget By Division



Department of Planning and Zoning Staffing Summary

	<i>FY 2008 Actual</i>	<i>FY 2009 Adopted</i>	<i>FY 2010 Adopted</i>
	<i>Permanent</i>	<i>Permanent</i>	<i>Permanent</i>
Planning and Zoning	15	15	14
Department Total	15	15	14

Staffing Summary By Position - FY 2010 Permanent Positions

	<u>Total FTE</u>		<u>Total FTE</u>
<i>Planning and Zoning:</i>		<i>continued:</i>	
Office Associate III	1	Planner	2
Planning Office Administrator	1	Historic Preservation Assistant	1
Planning Director	1	Community Development Specialist	1
Section Chief	3	Community Development Administrator	1
Senior Planner	3		

Contractual and Temporary Positions

The Department of Planning and Zoning has two temporary positions which includes a Grant Writer and Researcher and a Lane Use and Geographic Information Systems (GIS) Planner.

Current and Comprehensive Planning, Historic Preservation and Community Development

Planning and Zoning

General Fund

Description:

The Division of Current Planning is responsible for coordinating the review of development proposals, including site design review, enforcing the zoning ordinance, and processing use permits, rental licenses, building permits, subdivisions, conditional uses and zoning variances. This Section has ongoing, direct contact with residents, business people and developers in the city, and responds to over 7,000 telephone calls and walk-ins each year on a variety of zoning and procedural issues.

This section includes two major subareas: (1) development application processing, and (2) permitting/enforcement, which includes the review and approval of building and use permits and review for compliance with such criteria as Critical Areas or Conservation overlays.

Planning & Zoning staff review all building permits for compliance with zoning and Site Design Review Standards. Permits are reviewed based on criteria such as setbacks, parking, Critical Areas, design compatibility, impact on surrounding road network, landscaping, handicapped accessibility and pedestrian access. Citizen demands for higher quality design of both buildings and sites has increased the level and scope of review for most residential and commercial projects. The Current Planning Section provides staff support and technical assistance to the Planning Commission and Board of Appeals.

The Division of Comprehensive Planning is responsible for the coordination of long-range planning activities, including the preparation and implementation of the Annapolis Comprehensive Plan; performing special land use and fiscal analyses; preparing neighborhood and sector plans; securing related grants; participating in inter-jurisdictional planning for transportation through the Baltimore Regional transportation Board as well as with Anne Arundel County directly; and providing Census demographic data for citizens and other City staff. Staff activities in this division guides development and provides a basis for comprehensive and coordinated review of projects and applications. This division provides support to the Planning Commission, City Council, and various other citizen committees, boards and commissions.

The Historic Preservation Division has primary responsibility for all departmental activities within and pertaining to the Historic District. These activities include processing applications for the

Historic Preservation Commission and ensuring that projects are developed in accordance with the approval(s), working with applicants in the Historic District to help them understand the process and submit complete applications, interdepartmental coordination of project review in the Historic District, answering questions and dealing with zoning and enforcement related matters in the Historic District, preparing the Certified Local Government report, and overseeing the building survey.

This division is also responsible for coordinating the archaeology requirements for development and is also involved in development issues affecting preservation and landmarks throughout the rest of the City.

The Community Development Division is responsible for planning, organizing and implementing the City's housing and community development programs, including the federally funded Community Development Block Grant Program (CDBG) and the state Community Legacy (CL) programs. CDBG includes funding for public services, capital improvements, home ownership assistance and housing rehabilitation. The primary goal of CDBG is the development of viable urban communities for persons of low or moderate income. The CL program goal is neighborhood revitalization, especially the Clay Street neighborhood.

This division prepares and implements housing and community development plans, grant applications for other federal and state funding, and a performance report, along with other federal and state required reports. The Community Development staff provides technical assistance to the Housing and Community Development Committee under the general direction of the Planning and Zoning Director.

Services:

Administration:

Administration of the Department entails all general office support activities and communication of municipal policy initiatives to enable departmental personnel to work efficiently and in a manner consistent with municipal goals and objectives as articulated by the Mayor and City Council.

- Provides full citizen support on planning, zoning, use, and building and development matters.

Current and Comprehensive Planning, Historic Preservation and Community Development

- continued -

- Ensures the highest level of design for all projects in the city.
- Reviews and processes building and use permits and rental licenses, coordinates City review, processes and provides analysis of subdivisions, conditional uses, Planned Unit Developments and variances for public hearing.
- Maintains day-long availability to answer inquiries regarding zoning or other land use regulations or policies.
- Ensures public notification of development projects or projects requiring public hearing to ensure due process. Assists persons in preparing applications for processing.
- Maintains records of proceedings and prepares documentation for Circuit Court of Appeals.
- Provides technical assistance to other City agencies.
- Processes applications for hearing before the appropriate Board and/or Commission.

Current Planning:

Current Planning oversees day-to-day development activities in the city including:

- Site plan review.
- Zoning compliance.
- Special exceptions.
- Variances/appeal.
- Building permit review.
- Occupancy permit review.
- Special district design review.
- Annexation.
- Subdivisions.

Comprehensive Planning:

The Comprehensive Planning Division is responsible for long-range planning including:

- Preparing, monitoring and implementing the

City's adopted Comprehensive Plan.

- Performing sector studies and neighborhood plans.
- Undertaking special studies and functional planning as needed.
- Transportation planning and traffic impact review.
- Providing liaison between city and county, regional, state and federal agencies (except in community development, historic preservation and housing matters).
- Coordinating City activities with extra-jurisdictional planning and decision-making.

Historic Preservation:

The Historic Preservation Division has oversight authority over all matters related to the Historic District which includes:

- Responsibility for all development in the Annapolis Historic District.
- Working directly with and reports to National Trust for Historic Preservation and Maryland Historic trust.
- Providing zoning enforcement in the Historic District.
- Processing applications for Historic Preservation Commission review.

Community Development:

The Community Development Division is responsible for the Community Development Block Program (CDBG) which includes:

- Administering the CDBG program for the City.
- Administering state programs such as the Emergency Shelter Grant (ESG) program, Community Legacy (CL), and Rental Allowance Program (RAP).
- Administering the Moderately Priced Dwelling Unit - "Annapolis Houses" program for the City.
- Preparing and implementing housing and community development policies for the City.

Current and Comprehensive Planning, Historic Preservation and Community Development

- continued -

- Coordinating joint public/private housing and community development ventures.
 - Preparing the Five Year Consolidated Housing and Community Development Plan and annual Action Plans.
 - Developing local affordable housing and community development initiatives.
 - Operating the Community Development Block Grant (CDBG)-funded Home Rehabilitation Program.
 - Preparing the Housing and Urban Development (HUD) Consolidated Annual Performance and Evaluation Report (CAPER).
 - Maintaining excellent working relationships with other city agencies and providing assistance when necessary.
 - Maintaining excellent relationships with county, regional, state and federal counterparts.
 - Rising to any challenge for developing or implementing new programs, policies, or plans.
 - Providing a high level of customer service.
 - Ensuring that the public is fully engaged in the debate of issues of importance to them.
 - A high degree of commitment and integrity among departmental staff.
 - Providing quality input into the decision-making process.
 - Above all, Public Service.
- Values:**
- Maintaining the respect and confidence of the public and elected officials for professionalism and impartiality in our analysis, advice and decision-making.

<i>Planning and Zoning - Budget Summary</i>	<i>FY 2008 Actual</i>	<i>FY 2009 Adopted</i>	<i>FY 2010 Adopted</i>	<i>Percent Change</i>
Personnel	\$1,430,150	\$1,665,290	\$1,641,010	-1.46%
Other Operating Expenditures	281,770	170,170	200,170	17.63%
Total Expenditures	\$1,711,920	\$1,835,460	\$1,841,180	0.31%

<i>Community Development Block Grant - Budget Summary</i>	<i>FY 2008 Actual</i>	<i>FY 2009 Adopted</i>	<i>FY 2010 Adopted</i>	<i>Percent Change</i>
Operating Expenditures	\$323,410	\$50,960	\$51,570	1.20%
Capital Expenditures	40,440	288,740	292,240	1.21%
Total Expenditures	\$363,850	\$339,700	\$343,810	1.21%